



*Meeting
of the
Vigo County Council
February 11, 2020*

VIGO COUNTY COUNCIL

February 11, 2020

5:00 P.M.

Table of Contents

Agenda	2
Notice to Taxpayers	3-4
Resolution 2020-01 10-Year Tax Abatement Industrial Maintenance Engineering.....	5-7
Resolution 2020-02 Sugar Creek Fire Protection District Re-establish Cum Fund	8
Notice of Adoption	9
Resolution 2020-03 New Goshen Fire Protection District Re-establish Cum Fund	10
Notice of Adoption	11
Additional Appropriation 2020-01 LHD Trust Fund	12
Additional Appropriation 2020-02 Park & Recreation Fund	13-14
Amended Salary Ordinance.....	15-20
Salary Ordinance 2020-03 GIS Department Director.....	21
Salary Ordinance 2020-04 GIS Department Technician	22
Salary Ordinance 2020-05 Engineer/Highway Director.....	23
Salary Ordinance 2020-06 Assistant Engineer	24
Salary Ordinance 2020-07 Highway Superintendent	25
Salary Ordinance 2020-08 Highway Office Manager	26
Salary Ordinance 2020-09 Highway Assistant Superintendent.....	27
Additional Appropriation 2020-03 County General Fund	28
Additional Appropriation 2020-04 Engineering Fund.....	29
Reduction of Appropriation 2020-01 Auditor/Area Plan	30
Reduction of Appropriation 2020-02 Highway Administration.....	31

Correspondence:

Tax Abatement for Industrial Maintenance Engineering, Inc. dba AIS Gauging	32-36
Sugar Creek Fire Protection District.....	37, 38, 40
New Goshen Fire Protection District.....	37, 38, 39
Health Department.....	41
Parks and Recreation Department	42
Sheriff's Department Email from Derek Fell	43
Sheriff's Department letter from Sheriff John Plasse	44-50
Engineering Department letter from Larry Robbins.....	51-112

VIGO COUNTY COUNCIL
Agenda
Tuesday, February 11, 2020 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
 - a. *January 7, 2020*
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. *Annual Budget Committee*
 - i. Resolution 2020-01 for 10-Year Real Property Tax Abatement for Industrial Maintenance Engineering, Inc. d/b/a AIS Gauging: ROC 20-8
 - ii. Resolution 2020-02 Re-establish Cumulative Fund: ROC 20-005 Sugar Creek Fire Protection District
 - iii. Resolution 2020-03 Re-establish Cumulative Fund: ROC 20-006 New Goshen Fire Protection District
 - b. *Budget Adjustment Committee*
 - i. Additional Appropriation Ordinance 2020-01: ROC 20-001 Local Health Dept. Trust Fund
 - ii. Additional Appropriation Ordinance 2020-02: ROC 20-002 Park & Recreation Fund
 - c. *Personnel Committee*
 - i. Amend 2020 Salary Ordinance for Merit Officers;
 - A. Major/Administrative Position; ROC 2020-03
 - B. Amend Paragraph J regarding sick days: ROC 2020-04
 - C. Amend Paragraph D, Section 7 in Exhibit 1 regarding Compensatory Time: ROC 2020-04
 - ii. Restructuring of Highway Department and Addition of GIS Dept.: ROC 7
 - A. Salary Ordinance 2020-03 GIS Director
 - B. Salary Ordinance 2020-04 GIS Technician
 - C. Salary Ordinance 2020-05 Engineer/Highway Director
 - D. Salary Ordinance 2020-06 Assistant Engineer
 - E. Salary Ordinance 2020-07 Superintendent
 - F. Salary Ordinance 2020-08 Office Manager
 - G. Salary Ordinance 2020-09 Asst. Superintendent
 - H. Additional Appropriation Ordinance 2020-03 GIS Dept.
 - I. Additional Appropriation Ordinance 2020-04 Engineering
 - J. Reduction of Appropriation 2020-01 Auditor/Area Plan
 - K. Reduction of Appropriation 2020-02 Highway Administration

VIGO COUNTY COUNCIL

Agenda

Tuesday, February 11, 2020 at 5:00 P.M.

Council Chambers, Vigo County Annex

9. Honorary resolutions
10. First Reading by summary reference of proposed ordinances and resolutions
11. Appointments
12. Adjournment

**NOTICE TO TAXPAYERS OF
PROPOSED ADDITIONAL
APPROPRIATIONS**

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on Tuesday, February 11, 2020 to consider the following appropriations in excess of the budget of the current year.

continued next column

Public Notices

LHD Trust Fund (9101)
9101.10010.000.0000
Payroll Salaries \$ 1,752.00
9101.15210.000.0000 Social Security/FICA \$ 84.00
Total LHD Trust Fund \$ 1,836.00

Park & Recreation Fund (1219)
1219.44150.000.0000 Land Acquisition \$154,351.00
Total Park & Recreation Fund \$154,351.00

County General
GIS Department
1000.10010.000.0170 Payroll \$ 105,319
1000.15210.000.0170 Social Security/FICA \$ 8,057
1000.15220.000.0170 PERF \$ 14,956
1000.15230.000.0170 Insurance \$ 34,700
Total County General Fund \$ 163,032

Engineering (4972)
4972.10010.000.0000 Payroll \$ 17,087
4972.15210.000.0000 Social Security/FICA \$ 1,308
4972.15230.000.0000 PERF \$ 2,427
Total Engineering Fund \$ 20,822

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR
253619 TS 1/31/20 hspaxlp

**RESOLUTION BY COUNTY COUNCIL OF
VIGO COUNTY, INDIANA**

Resolution No. 2020-01

A Resolution of the County Council of Vigo County, Indiana, Designating an Area Within Vigo County, Indiana located in the Vigo County Industrial Park, commonly known as Building 606, (formerly a Pfizer property), Carlisle Dr., Terre Haute, Indiana, as an Economic Revitalization Area for the Purpose of Ten (10) Year Real Property Improvements for Industrial Maintenance Engineering, Inc., an Indiana corporation, d/b/a/AIS Gauging or their Designee.

WHEREAS, a Petition for a ten (10) year real property improvements tax abatement has been filed by Industrial Maintenance Engineering, Inc., an Indiana corporation, d/b/a/AIS Gauging, or their Designee, (hereafter referred to as "Petitioner"), with the County Council of Vigo County, Indiana requesting that the real property described therein be designated as Economic Revitalization Area for purposes of real property improvement; and

WHEREAS, the Petitioner has submitted a Statement of Benefits and provided all information and documentation necessary for the County Council of Vigo County, Indiana to make an informed decision, said information including a description of the real property located in the Vigo County Industrial Park, commonly known as Building 606, (formerly a Pfizer property), a legal description thereof, a description of improvements, which are hereby made a part hereof; and

WHEREAS, Petitioner has estimated that its investment in the project (the "Project") to be located at said real estate itself will create 9 additional new full-time jobs with an approximate annual salary payroll of \$732,000.00, plus benefits, within the first year. Within 5 years we intend to have a total of 26 jobs with an annual payroll of \$1,300,000.00; and

WHEREAS, Petitioner has stated its intention that remodeling renovation, rehabilitation and refitting of the existing approximate 15,000 square foot structure for its office and manufacturing facility located on approximately 6.92 acres of land in the Vigo County Industrial Park for the housing and operation of it business as a servicer and manufacturer of gauging systems for the manufacturing of sheet goods; and

WHEREAS, Petitioner will have fee title ownership of the real property improvements as Industrial Maintenance Engineering, Inc., an Indiana corporation, d/b/a/AIS Gauging; and

WHEREAS, the County Council of Vigo County, Indiana is authorized under the provisions of I.C. 6-1.1-12.1-1 et seq. to designate areas of Vigo County, Indiana as economic revitalization areas for the purpose of tax abatement; and

WHEREAS, the County Council of Vigo County, Indiana has considered the Petition and Statement of Benefits and has conducted a complete and proper investigation of the subject property and neighborhood to determine that the area qualifies as an economic revitalization area under Indiana statutes; and

WHEREAS, the County Council of Vigo County, Indiana has found the subject property to be an area within the boundaries of Vigo County, Indiana, which area had become undesirable for, or impossible of, normal development and occupancy because of a lack of development, cessation of growth, or other factors which have impaired values or prevent a normal development of property or use of property.

NOW, THEREFORE, IT IS FOUND, DETERMINED AND RESOLVED by the County Council of Vigo County, Indiana that:

1. The Petitioner's estimate of the value of the Project, both as to the value of redevelopment of the real estate and real estate improvements to be built and placed upon the subject real property is reasonable for projects of that nature in order to construct and operate its manufacturing plant.
2. The Petitioner's estimate of the number of individuals who will be employed as a result of the development of the real property can reasonably be expected to result from the Project.
3. The Petitioner's estimate of the annual salaries of the individuals who will be employed, and the benefits thereby, can reasonably be expected from the Project.
4. The totality of the benefits of the Project are sufficient to justify a ten (10) year property tax deduction from assessed valuation for real estate improvements to result therefrom under I.C. 6-1.1-12.1-3 and I.C. 6-1.1-12.1-4, and each and all of such deductions should be, and they are hereby, allowed.
5. The tax abatement for real property improvements authorized herein shall be for a term of and shall apply for ten (10) years. Such deduction should be, and they are hereby, allowed in the amount determined under IC 6-1.1-12.1-17 and the following schedule:

YEAR OF DEDUCTION	PERCENTAGE
1st	100%
2nd	90%
3rd	80%
4th	70%
5th	60%
6th	50%
7th	40%
8th	30%

9th	20%
10th	10%
11th and thereafter	0%

6. The Petition for designating the subject property as an Economic Revitalization Area for the purposes of ten (10) year real property tax and the Statement of Benefits (copies of which were submitted with the Petition) has been and is hereby approved and the real estate described hereinabove is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 et seq., for a period of ten (10) years following the first passage of this Resolution.

7. A copy of this Resolution, following its passage, shall be filed with the Vigo County Assessor as required by I.C. 6-1.1-12.1-2.5(c). A copy of this Resolution, following its passage, shall further be published in accordance with I.C. 5-3-1.

Passed in Open Council this 7th day of January 2020.

VIGO COUNTY COUNCIL

Mike Morris, President

James Mann

Aaron Loudermilk

Vicki Weger

David Thompson

Chris Switzer

Lisa Spence-Bunnett

ATTEST:

James Bramble, Vigo County Auditor

This instrument prepared by:

Jeffrey A. Lewellyn, #15216-34
Wilkinson, Goeller, Modesitt,
Wilkinson & Drummy
333 Ohio Street
Terre Haute, Indiana 47807

RESOLUTION 2020-02
RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND
SUGAR CREEK FIRE PROTECTION DISTRICT

Under Indiana Code 36-8-14

BE IT RESOLVED by the VIGO COUNTY COUNCIL of VIGO, County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of Indiana Code 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 11th day of February, 2020, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of the Vigo County Council this 11th day of February, 2020.

Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo Auditor

NOTICE OF ADOPTION

To the taxpayers of Sugar Creek Fire Protection District, Indiana. You are hereby notified that on February 11, 2020, the Vigo County Council, Vigo County, Indiana, pursuant to notice heretofore given, and under and by virtue of IC 36-8-14 duly adopted a plan whereby a Cumulative Fire Equipment Fund was established to provide for the following:

For all uses as set out in Indiana Code 36-8-14

The fund will be provided for by a property tax rate of \$.0333 per one hundred dollars (\$100.00) of taxable real and personal property within the taxing unit beginning in 2020 payable in 2021 and thereafter, continuing until reduced or rescinded.

One or more taxpayers in the taxing unit who will be affected by the tax rate and corresponding levy may file a petition with the Vigo County Auditor not later than noon 30 days after the publication of this Notice setting forth their objections to the proposed cumulative fund. Upon the filing of the petition, the County Auditor shall immediately certify the same to the Department of Local Government Finance, at which point the Department will fix a date for and conduct a public hearing on the proposed cumulative fund before issuing its approval, disapproval, or modification thereof.

Dated this 11th day of February, 2020.

RESOLUTION 2020-03
RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND
NEW GOSHEN FIRE PROTECTION DISTRICT

Under Indiana Code 36-8-14

BE IT RESOLVED by the VIGO COUNTY COUNCIL of VIGO, County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of Indiana Code 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 11th day of February, 2020, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of the Vigo County Council this 11th day of February, 2020.

Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo Auditor

NOTICE OF ADOPTION

To the taxpayers of New Goshen Fire Protection District, Indiana. You are hereby notified that on February 11, 2020, the Vigo County Council, Vigo County, Indiana, pursuant to notice heretofore given, and under and by virtue of IC 36-8-14 duly adopted a plan whereby a Cumulative Fire Equipment Fund was established to provide for the following:

For all uses as set out in Indiana Code 36-8-14

The fund will be provided for by a property tax rate of \$.0333 per one hundred dollars (\$100.00) of taxable real and personal property within the taxing unit beginning in 2020 payable in 2021 and thereafter, continuing until reduced or rescinded.

One or more taxpayers in the taxing unit who will be affected by the tax rate and corresponding levy may file a petition with the Vigo County Auditor not later than noon 30 days after the publication of this Notice setting forth their objections to the proposed cumulative fund. Upon the filing of the petition, the County Auditor shall immediately certify the same to the Department of Local Government Finance, at which point the Department will fix a date for and conduct a public hearing on the proposed cumulative fund before issuing its approval, disapproval, or modification thereof.

Dated this 11th day of February, 2020.

ADDITIONAL APPROPRIATION ORDINANCE 2020-01

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Local Health Dept. Trust Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

		<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>LHD Trust Fund (Local Health Dept)/9101</u>			
10010	Payroll/Salaries	\$ 1,752	\$ 1,752
15210	Social Security/FICA	\$ 84	\$ 84
TOTAL LHD Trust Fund		\$ 1,836	\$ 1,836

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2020-02

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Vigo County Parks & Recreation Fund, the following sum of money is hereby reappropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>Park & Recreation Fund/ 1219</u>		
44150 Land Acquisition	\$ 154,351	\$ 154,351
TOTAL Park & Recreation Fund	\$ 154,351	\$ 154,351

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

Approved on this 11th day of February, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence - Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo County Auditor

Amended Salary Ordinance
**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF MERIT OFFICERS**

WHEREAS the County of Vigo, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the County General fund, County Highway fund, County Health fund, County Park and Recreation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt and non-exempt classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions; employees holding exempt positions are not eligible for FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates reflect a four percent increase over 2019 base pay rates. The pay rates shall be established and adopted on the 3rd day of October 2019 and shall be in full-force and effect on January 1, 2020. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.

- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a demonstrated safe driving record."
- F. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding annual amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:

a. Major Chief of Operations	\$6,500 \$10,000
b. Jail Commander	\$6,500
c. Lieutenant (6 5)	\$3,500
d. First Sergeant (4)	\$2,500
e. Sergeant (4)	\$1,500
f. Detective (10)	\$1,500
g. K-9 (1)	\$ 566

- G. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 4th year in the amount of \$275. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$4,400.00.
- H. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.
- I. Non-Merit Deputies volunteering an average of sixteen (16) hours per month during the year, receive \$1,250.00 per year clothing allowance.
- J. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement. ~~after twenty (20) years.~~
- K. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 ½) times the salary plus longevity.
- L. The compensation amounts are listed as annual amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
- M. In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should

submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.

- N. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13. See Exhibit 1.

Presented to the Vigo County Council, read in full and adopted as amended this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Jim Mann	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo Auditor

Exhibit 1

Vigo County Sheriff's Department Standard Operating Guidelines	
Reference Number: PER-017	Effective Date: 12/01/13
Subject: Employment Practices - Work Week, Overtime, Court Time	Revised: 02/11/20
Special Instructions: Replace all previous	Number of pages: 3
This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis in a non-judicial administrative setting.	

PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

POLICY

Department employees are required to present themselves for duty on each scheduled duty day as set forth in department SOG.

PROCEDURE

A. Work Week: Regular Duty

1. The Sheriff shall establish duty hours for all department employees.

B. Work Week: General Attendance

1. Officers will present themselves for duty on each scheduled duty day with the following exceptions:
 - a. When absence is due to illness, and it has been reported to his commanding officer at the earliest possible moment or before the start of duty hours.
 - b. When on vacation, taking approved accumulated time off or if an authorized leave of absence has been granted.

C. Work Week: Stand by Duty

1. All duly sworn officers of the department are on twenty-four (24) hours' call except when absent due to illness, on vacation, taking approved accumulated time off, or where an authorized leave of absence has been granted.

2. When contacted by a superior officer on regularly scheduled off duty days, they shall make themselves available for duty as requested, and as soon as possible.
3. Any duty time performed during regularly scheduled off duty periods shall be logged as accumulated authorized overtime.

D. Work Week: Authorized Overtime

1. Any officer performing overtime duty must have authorization from his or her direct supervisor when possible otherwise it must be approved by any department supervisor.
2. All earned overtime will be reported to the secretarial staff as part of the officer's monthly activity report. In almost every situation the approving commander of the monthly report should be the supervisor of the shift or division in which the overtime is actually earned.
3. The monthly report will briefly explain the need or reason for the earned overtime.
4. Overtime Authorization for is not required for grant funded projects. However, officers working grant projects cannot claim grant funded hours as regular work hours. An officer may take accrued leave time to work grant funded projects.
5. Overtime is to be reported in actual overtime earned or taken. Do not multiply by one and one-half. All record keeping of overtime by secretarial staff will be recorded in actual overtime hours. Overtime taken, as compensatory time will be adjusted by secretarial staff at the one and one-half rate.
6. The approval of the officer's immediate supervisor is required when extra days off are taken utilizing accumulated overtime.
7. A deputy sheriff may accumulate a maximum of ~~forty (40)~~ *eighty (80)* hours in approved overtime during the period of December 1st to November 30th. If at any time during this 12 month period a deputy exceeds ~~forty (40)~~ *eighty (80)* hours of authorized overtime he/she shall be compensated for all hours in excess of ~~forty (40)~~ *eighty (80)* hours on the next practical pay cycle following the report of the overtime to the secretarial staff.
8. During the 12 month period if a deputy has a change in position that either increases or decreases their pay rate all overtime hours that the deputy has accumulated will be paid out at the rate of which the overtime was earned.

9. At the end of each 12 month period (November 30) all overtime that remains on record for the deputy as of November 30th will be reported to the auditor in the month of December and that officer will be compensated for ~~ALL~~ *all* accumulated hours *over forty* and thus a deputy will return to ~~zero~~ *forty* hours of accumulated overtime on December 1.

10. A deputy may utilize any or all of his/her accumulated overtime during this twelve month period as permitted by their immediate supervisor.

E. Court Time

1. Frequently, police officers are required to testify in judicial hearings or trials concerning criminal violations. Any officer of the department, who performs such duty during regularly scheduled off duty periods, shall be compensated for it in the form of accumulated overtime.

F. This guideline is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.

SALARY ORDINANCE 2020-03

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

CURRENT REQUESTED APPROVED

GENERAL FUND (1000)

GIS Department (0170)

GIS Director

- | | | | |
|-----------------------|--------------------|-----------------|------------------|
| a. Job Title | | | |
| b. Job Description | | | |
| c. Job Classification | Rec EXE A/\$50,860 | EXE B /\$60,313 | EXE B / \$60,313 |
| d. FLSA Status | | Exempt | Exempt |

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-04

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

CURRENT REQUESTED APPROVED

GENERAL FUND (1000)

GIS Department (0170)

GIS Technician

a. Job Title

b. Job Description

c. Job Classification

d. FLSA Status

Rec. PAT B/ \$42,806

PAT B /\$45,006

Non - Exempt

PAT B /\$45,006

Non-Exempt

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-05

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>CURRENT</u>	<u>REQUESTED</u>	<u>APPROVED</u>
<u>ENGINEERING FUND (4972)</u>			
Engineer			
a. Job Title amended to Engineer/ Highway Director			
b. Job Description Amended			
c. Job Classification	EXE C/ \$78,036	EXE C/ \$90,623	EXE C/ \$ 90,623
d. FLSA Status	Exempt	Exempt	Exempt

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-06

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>CURRENT</u>	<u>REQUESTED</u>	<u>APPROVED</u>
<u>ENGINEERING FUND (4972)</u>			
Assistant Engineer			
a. Job Description Amended			
b. Job Classification	EXE B/\$64,630	EXE B /\$69,130	EXE B /\$69,130
d. FLSA Status	Exempt	Exempt	Exempt

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-07

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

REQUESTED

APPROVED

HIGHWAY FUND (1176)

Highway Administration (0530)

Superintendent

a. Job Description Amended

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-08

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>CURRENT</u>	<u>REQUESTED</u>	<u>APPROVED</u>
<u>HIGHWAY FUND (1176)</u>			
Highway Administration (0530)			
Office Manager			
a. Job Description			
b. Job Classification	COMOT C	COMOT D	COMOT D
	\$20.05/HR	\$21.38 / hr.	\$21.38 / hr.

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-09

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2020, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>HIGHWAY FUND (1176)</u>		
Highway Administration (0530)		
Assistant Superintendent	Delete Position	Delete Position

Approved on this 11th day of February 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Lisa Spence-Bunnett _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Chris Switzer _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
James R. Mann II _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Vicki Weger _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aaron Loudermilk _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
David Thompson _____		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Mike Morris, President _____		

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2020-03

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Vigo County General Fund, the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>VIGO COUNTY GENERAL FUND</u>		<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>GIS Department 1000.0170</u>			
10010	Payroll	\$ 105,319	\$ 105,319
15210	Social Security/FICA	\$ 8,057	\$ 8,057
15220	PERF	\$ 14,956	\$ 14,956
15230	Insurance	\$ 34,700	\$ 34,700
Total County General Fund		\$ 163,032	\$ 163,032

Approved on this 11th day of February, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2020-04

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Engineering Fund, the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>Engineering Fund/4972</u>		
10010 Payroll	\$17,087.00	\$ 17,087.00
15210 Social Security/FICA	\$1,308.00	\$ 1,308.00
15230 PERF	<u>\$2,427.00</u>	<u>\$ 2,427.00</u>
Total Engineering Fund	\$20,822.00	\$ 20,822.00

Approved on this 11th day of February, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

REDUCTION OF APPROPRIATION ORDINANCE 2020-01

WHEREAS, it has been determined that it is now necessary to reduce money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Vigo County General Fund the following appropriations are hereby reduced out of the funds named and for the purposes specified, subject to the laws governing the same.

		<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL FUND (1000)</u>			
<u>AUDITOR (0002)</u>			
10010	Salaries	\$38,912	\$0
15210	FICA	\$2,977	\$0
15220	PERF	\$5,526	\$0
15230	Group Insurance	\$21,852	\$0
TOTAL AUDITOR		\$69,267	\$0
<u>AREA PLANNING (0101)</u>			
10010	Salaries	\$44,006	\$0
15210	FICA	\$3,367	\$0
15220	PERF	\$6,249	\$0
15230	Group Insurance	\$12,789	\$0
TOTAL AREA PLANNING		\$66,411	\$0
TOTAL COUNTY GENERAL FUND		\$135,678	\$0

Approved on this 11th day of February, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

REDUCTION OF APPROPRIATION ORDINANCE 2020-02

WHEREAS, it has been determined that it is now necessary to reduce money than was appropriated in the annual budget. Now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Vigo County Highway Fund the following appropriations are hereby reduced out of the funds named and for the purposes specified, subject to the laws governing the same.

		<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>HIGHWAY FUND (1176)</u>			
<u>HIGHWAY ADMINISTRATION (0530)</u>			
10010	Salaries	\$46,973	\$0
15210	FICA	\$3,594	\$0
15220	PERF	\$6,670	\$0
TOTAL AUDITOR		<u>\$57,237</u>	<u>\$0</u>
TOTAL COUNTY GENERAL FUND		\$57,237	\$0

Approved on this 11th day of February, 2020.

<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>Lisa Spence - Bunnett</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>Chris Switzer</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>Vicki Weger</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>James R. Mann II</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>Aaron Loudermilk</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>David Thompson</div> <div></div>
<div>Aye <input type="checkbox"/></div> <div>Nay <input type="checkbox"/></div>	<div>Absent <input type="checkbox"/></div> <div>Abstain <input type="checkbox"/></div>	<div>Mike Morris, President</div> <div></div>

Attest:

James W. Bramble
Vigo County Auditor

PETITION FOR REAL PROPERTY TAX ABATEMENT CONSIDERATION

The undersigned owner of to-be-purchased real property of real estate located in Vigo County, Indiana, hereby petitions the Vigo County Council for real property improvements tax abatement consideration pursuant to I.C. 6-1.1-12.1-1, et seq. and in support of this petition states the following:

1. Describe the proposed redevelopment or rehabilitation project, including information about physical improvements to be made, the amount of land to be used, the proposed use of the improvements and a general statement as to the importance of the project to your business:

Petitioner intends to occupy certain land, building and improvements in the Vigo County Industrial Park, commonly known as Building 606, (formerly a Pfizer property) that is now vacant, for the operation of its company **Industrial Maintenance Engineering, Inc., an Indiana corporation, d/b/a/AIS Gauging**. The land will be approximately 6.92 acres. AIS Gauging, began as a small service company located on the north end of Terre Haute. The company is a servicer and manufacturer of gauging systems for the manufacturing of sheet goods. The "goods", for example, can be plastics, paper, rubber, wood products, etc. The building located within the Industrial Park will make an excellent location for the company's continued growth. The facility is roughly 15,000 sq. ft., which is three times the company's current facility. There is also land to the north that could be used should additional space be required. The building will accommodate current manufacturing needs and inventory, as well as the added inventory and equipment to be acquired. The Petitioner estimates the investment for necessary changes to the interior and exterior of the building to be approximately \$500,000.00 for remodeling renovation, rehabilitation and refitting. In addition, Petition intends to relocate new manufacturing equipment for increased production at the Vigo County site. Petitioner now desires to increase the efficiency of its manufacturing line with state-of-the-art enhancements. Upon passage of this requested abatement, this project will commence immediately. Petitioner has entered into a Purchase Agreement with the Vigo County Redevelopment Commission for purchase of the land, subject to this tax abatement approval.

2. AIS Gauging currently has 8 existing full-time jobs in Terre Haute, Indiana, with approximate annual salaries totaling \$300,000.00 and 3 part-time intern positions with an average wage of \$15.50 per hour; (all of which existing jobs and payroll will be retained) and upon completion of the proposed project (target date May 1, 2020), including acquisition and installation of the new manufacturing equipment, there will be created 9 additional new full-time jobs with an approximate annual salary payroll of \$732,000.00, plus benefits within the year. Within 5 years we intend to have added a total of 26 new jobs.

3. Estimate the dollar value of the redevelopment or rehabilitation project of the new manufacturing equipment is: \$500,000.00.

4. The real property for which this tax abatement consideration is petitioned (the "Property") is owned or to be owned by the following individuals or corporations (if the business organization is publicly held, indicate also the name of the corporate parent, if any, and the name under which the corporation has filed with the Securities and Exchange Commission):

NAME	ADDRESS	INTEREST
Industrial Maintenance Engineering, Inc.	5350 N. 13 th Street Terre Haute, IN 47805	Owner

5. The commonly known address of the Property is: Bldg 606, Vigo County Industrial Park, Terre Haute, Indiana 47803, a legal description of which is attached hereto, marked Exhibit A and incorporated herein.

6. Other anticipated public financing for the project (including, if any, industrial revenue bonding to be sought or already authorized), assistance through the United States Department of Housing and Urban Development funds or other public financial assistance: None anticipated.

7. The following person(s) should be contacted as the petitioner's agent regarding additional information and public hearing notifications:

Name: Jeffrey A. Lewellyn, WILKINSON, GOELLER, MODESITT, WILKINSON & DRUMMY, LLP
Address: 333 Ohio Street, Terre Haute, IN 47807
Telephone: (812) 232-4311

8. Please indicate the type of Economic Development Revitalization project involved in your request:

- | | |
|----------------------|---|
| <u> </u> | a. Housing |
| <u> </u> | b. Office |
| <u> </u> | c. Retail/Commercial |
| <u> </u> | d. Mixed Use – Retain, Housing and Office |
| <u> X </u> | e. Industrial |
| <u> </u> | f. Warehousing |

WHEREFORE, petitioner requests that the Vigo County Council adopt a declaratory resolution designating the area described herein to be an economic revitalization area for purposes of personal property tax abatement consideration and, after publication of notice and public hearing, determine qualifications for an economic revitalization area have been met and confirm such resolution.

Name of Petitioner:

Industrial Maintenance Engineering, Inc.

By: 
John Young, President

DO NOT USE THIS SPACE

Resolution # Target Area Required

_____ Yes _____ No _____

Confirming Ordinance # _____

Date of Notice _____

Final Action _____

Target Area Ord. Effective _____

CORRECTED



STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☒ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20 PAY 20

FORM SB-1 / Real Property

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Industrial Maintenance Engineering, Inc. d/b/a AIS Gauging					
Address of taxpayer (number and street, city, state, and ZIP code) 5350 N. 13th St., Terre Haute, IN 47805					
Name of contact person Jeffrey A. Lewellyn, Attorney			Telephone number (812) 232-4311		E-mail address jalewellyn@wilkinsonlaw.com
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body Vigo County Council					Resolution number 2020-
Location of property 6.92 ac. part of Lot 1 in Vigo County Industrial Park II, Phase II			County Vigo		DLGF taxing district number 84
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Remodeling, refurbishment and rehabilitation of improvements located on 6.92 acres being a part of Lot 1 in Vigo County Industrial Park II, Phase II, a replat of Vigo County Industrial Park II, Platted Subdivision Phase I, (commonly known as Bldg 606 in the Vigo County Industrial Park.					Estimated start date (month, day, year) 3-1-20
					Estimated completion date (month, day, year) 9-1-20
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 8.00	Salaries \$496,000.00	Number retained 8.00	Salaries \$496,000.00	Number additional 18.00	Salaries \$893,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
		REAL ESTATE IMPROVEMENTS			
		COST		ASSESSED VALUE	
Current values		430,500.00		0.00	
Plus estimated values of proposed project		500,000.00		500,000.00	
Less values of any property being replaced		0.00		0.00	
Net estimated values upon completion of project		930,500.00		930,500.00	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____		
Other benefits In addition to salary, the full-time employees receive health insurance, health savings and 401K with a 3% employer match program.					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative 				Date signed (month, day, year) 1-30-2020	
Printed name of authorized representative John Young			Title President		

FOR USE OF THE DESIGNATING BODY

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

A. The designated area has been limited to a period of time not to exceed _____ calendar years* (see below). The date this designation expires is _____.

B. The type of deduction that is allowed in the designated area is limited to:

1. Redevelopment or rehabilitation of real estate improvements ☐ Yes ☐ No
2. Residentially distressed areas ☐ Yes ☐ No

C. The amount of the deduction applicable is limited to \$ _____.

D. Other limitations or conditions (specify) _____

E. Number of years allowed: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 (* see below)
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10

F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?

☐ Yes ☐ No

If yes, attach a copy of the abatement schedule to this form.

If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved (signature and title of authorized member of designating body)	Telephone number ()	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by (signature and title of attester)	Printed name of attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

- (b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.
- (c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

McCammon, Karen

From: Miller, Kylissa
Sent: Tuesday, December 31, 2019 8:34 AM
To: McCammon, Karen
Subject: Fwd: Budget committee assignment

Kylissa Miller
Council Administrator
Vigo County Council

From: cholbert@hpcpa.net
Sent: Tuesday, December 31, 2019 8:32 AM
To: Loudermilk, Cheryl; james.bramble@vigocounty.in.gov
Cc: Miller, Kylissa
Subject: Budget committee assignment

WARNING

This email originated from outside of the Vigo County Government organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Vigo County IT Dept.

Good Morning,

I will be re-establishing the cumulative funds to achieve the maximum rate for both Sugar Creek Fire Protection District and New Goshen Fire Protection District. Please make this assignment at the January 7th council meeting. I will take care of all of the publication notices and will email you the resolutions and notices as soon as the future council meeting dates are determined.

Thank you.

Carol



Holbert & Phipps, LLP
Certified Public Accountants

Carol A. Holbert, CPA

1098 Ohio Street
Terre Haute, IN 47807
cholbert@hpcpa.net

Phone: 812-233-3082
Cell: 812-230-0056
Fax: 812-233-3091

The fire protection districts are wanting to re-establish the Cumulative Firefighting Building and Equipment fund to the maximum rate available by statute. These funds are used to purchase equipment such as SCBA's, firefighter gear, fire trucks, etc.

	Current Rate	New Rate	Additional Funds
Sugar Creek Fire Protection District	0.0243	0.0333	21,872.00
New Goshen Fire Protection District	0.0258	0.0333	14,552.00

RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND

Under Indiana Code 36-8-14

BE IT RESOLVED by the District Board of Sugar Creek Fire Protection District, Vigo County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of IC 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 11th day of February 2020, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of said District Board of Sugar Creek Fire Protection District.

Dated this 14th day of January 2020.

NAYS

AYES

Neil Tracy Hindsay
Craig P. Smith
William M. A.
James M. Holbert

Attest:

Carol A. Holbert Secretary/Treasurer

Sugar Creek Fire Protection District Vigo County

RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND

Under Indiana Code 36-8-14

BE IT RESOLVED by the District Board of New Goshen Fire Protection District, Vigo County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of IC 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 11th day of February 2020, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of said District Board of New Goshen Fire Protection District.

Dated this 27th day of January 2020.

NAYS

AYES

X Daniel D. Deane
X Samuel J. Lane
X Gary R. Garzolini
X _____

Attest:

X Daniel Pegg Treasurer

New Goshen Fire Protection District Vigo County

VIGO COUNTY HEALTH DEPARTMENT

Darren Brucken, M.D.

Health Commissioner

DATE: November 13, 2019

TO: Vigo County Council and Auditor

RE: Additional Appropriation: VC Health Department Trust Fund 2020

An additional appropriation from the Local Health Department Trust Fund is requested in the following line items:

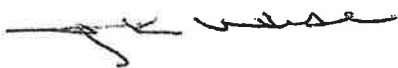
9101-10010	Salary	\$1,752
9101-15210	SS/FICA	\$ 84

The 2020 proposed Trust Account budget was submitted to the Vigo County Council in June 2019 with the 2019 hourly wage at \$10. In September of 2019, Vigo County Council voted to increase the 2020 hourly wage to \$12 an hour.

The additional appropriation would amend the part-time vital records clerks' hourly wage to reflect the one approved for hourly employees by the VC Council for 2020. This also slightly increases Social Security and FICA.

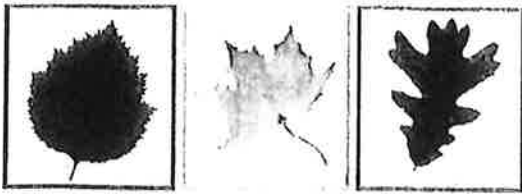
Please consider approving the amended wage retroactively to January 1, 2020.

Sincerely,



Joni Wise
Administrator





VIGO COUNTY
PARKS & RECREATION
DEPARTMENT

December 18, 2019,

To the Vigo County Council,

The Vigo County Parks and Recreation Department respectfully requests a re-appropriation of the land acquisition fund (1219) appropriated last year, totaling \$154,351.00, for the purposes of purchasing property from willing sellers for Bicentennial Park.

In September 2019, the fund was appropriated, but land acquisition takes a great deal of time and effort. We are close to purchase on two properties currently, with purchase in the near future. Without these funds, the vision of Bicentennial Park would not happen.

Re-appropriation Request:

Land Acquisition	
1219.44150.000.0000	\$154,351.00

Please let us know if you have any questions.

Thank you,

Adam Grossman, Superintendent
Brian Gilbert, Assistant Superintendent

Vigo County Government Building
155 Oak Street, Terre Haute, In 47807
Phone: 812-462-3392
Fax: 812-232-2862
vigoparks.org

Thank you,
Derek

From: Fell, Derek A.
Sent: Monday, October 28, 2019 11:03 AM
To: 'james.bramble@vigocounty.in.gov'; 'vick.weger@vigocounty.in.gov'
Cc: Plasse, John A.
Subject: Adjustment for Chief of Operations

Jim,

Attached is the job description and job classification review form for the Sheriff's Office Chief of Operations (Being emailed per council woman Weger's request). This position was formerly the Major position. Sheriff Plasse is requesting (as state statute allows) a title change to Chief of Operations, along with a \$3,500 yearly salary increase. It is our understanding this \$3,500 is already in our budget.... Previously used for a Lt. position, but that position/title is no longer being utilized and will not be. Therefore the request is being made to move that \$3,500 over to the Chief of Operations salary..... moving total position stipend from \$6,500 to \$10,000 annually.

These documents were sent/emailed over in March as requested as well. Should you have any questions please let me know.

Respectfully,

Derek Fell
Chief of Operations
Vigo County Sheriff's Office
Derek.Fell@Vigosheriff.in.gov
Office: 812-462-3226

This message including any attachments is intended for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you have received this communication in error, please notify the Vigo County Sheriff's Office immediately, and destroy the original message and all copies thereof (including electronic media).

This message including any attachments is intended for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you have received this communication in error, please notify the Vigo County Sheriff's Office immediately, and destroy the original message and all copies thereof (including electronic media).



John Plasse

Vigo County Sheriff

Vigo County Council,

We are requesting an adjustment to our salary ordinance for Merit Deputies.

Request 1: We are requesting the salary ordinance reflects our operating procedures in reference to sick days being paid upon retirement. The ordinance currently states in section "J", Merit deputies will receive one half of the total accumulated, but unused, sick days upon retirement after twenty years.

We are requesting the ordinance remove "after twenty years". We request deputies are paid one half of accumulated sick days upon retirement at any number of years.

Request 2: At this time it is our policy that deputies are paid for compensatory time, down to zero hours December 1st each year and may not exceed more than 40 hours of overtime on the books. In the event, a deputy exceeds 40 hours in a given month, he/she is paid down to 40 hours.

We are requesting the 40 hour monthly limit is increased to 80 hours. On December 1st, deputies will be paid down to 40 hours. This will allow deputies to carry 40 hours of compensatory time on their books. (The amount paid out will NOT increase, as the difference in maximum hours able to carry and December payout remains at 40 hours.) We are requesting this change takes place beginning January 1, 2020.

Respectfully,

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke at the end.

Sheriff John Plasse

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Chief of Operations
DEPARTMENT: Sheriff
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: POLE E (Protective Occupations, Law Enforcement)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Chief of Operations for the Vigo County Sheriff's Department, responsible for enforcing laws of the state and protecting County residents and their property, directing, coordinating, and supervising assigned divisions personnel, and overseeing day to day operations of the department in absence of the Sheriff and Chief Deputy.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for prevention and investigation of crimes to protect lives and property of the people.

Supervises assigned personnel, including maintaining proper staffing levels, planning/making work assignments, informing subordinates of organizational developments and new/amended laws, reviewing reports of subordinates, conducting job performance evaluations, discussing morale, and implementing disciplinary procedures according to chain of command.

Serves as Administrator for assigned sections and personnel including, but not limited to, criminal investigations, county building security, training, school resource officers, office administrative staff, reserve deputy program, civil process, offender registry and evictions including managing staff, addressing personnel issue, and delegating responsibilities throughout the office.

Identifies departmental training needs, recommends/develops specific training programs, schedules training sessions and maintains training records.

Investigates citizen complaints and criminal cases, and responds to accidents, domestic disturbances, burglar/intrusion alarms, traffic control, and other emergency calls as needed.

Pursues suspects in vehicle and/or on foot, subduing and arresting suspects, advising individuals of their constitutional rights, searching suspects/arrestees, seizing weapons and/or contraband, and transporting suspects to detention facility.

Sheriff/Chief Ops

Responds to and investigates traffic accidents, including assessing extent of personal injuries, requesting emergency assistance, aiding the injured, regulating and directing traffic, escorting emergency vehicles, and assisting stranded motorists. Tags and disposes of abandoned vehicles as needed.

Conducts legal searches of both persons and property with and without a warrant in accordance with the law.

Maintains regular communication with Department personnel and representatives of other law enforcement agencies regarding criminal activity in the area. Supervises police activity at major incidents and authorizes use of special teams, such as SWAT and SCUBA.

Attends meetings/ceremonies as Department representative and serves as Department liaison organizing and participating in community events and neighborhood meetings, making public presentations, and preparing news releases as necessary.

Receives and responds to citizen and media inquiries/complaints, mediating citizen disputes, resolving problems, and providing detailed explanations of complaints and/or legal procedures to victims, witnesses and/or offenders.

Assists with internal investigations and allegations of misconduct complaints.

Assists in developing and implementing Department goals, objectives, policies and procedures, including writing/revising and distributing general orders and directives.

Prepares various written reports, documents and correspondence and maintains accurate and organized records. Assists in grant applications and administering grants upon approval.

Participates in developing Department budget, approving/monitoring expenditures, preparing purchase orders and purchasing supplies/equipment.

Coordinates Department activities with other agencies/organizations and notifies appropriate officials of impending emergencies.

Oversees and assists in establishing procedures for the receipt, cataloging, storage, release and disposal of articles/property seized as evidence or lost/stolen/recovered.

Periodically serves subpoenas, civil process papers, and other Court documents.

Maintains appearance and serviceability of police equipment and required uniform.

Attends prescribed training programs for certification/re-certification in specialized law enforcement areas as required.

Provides testimony and presents evidence in legal proceedings as required.

Serves on-call and responds to emergencies on a 24-hour basis.

Performs related duties as assigned by Sheriff.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Minimum of eight years service within Merit system of Vigo County Sheriff's Department.

Must be at least 21 years of age.

Completion of Law Enforcement Officer training by the Indiana Law Enforcement Academy.

Possession of or ability to obtain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, First Responder/CPR certification, emergency vehicle operation certification, supervisor training, and defense tactics training.

Ability to meet all Department hiring and retention requirements, including passage of written, medical, and psychological exams, a physical agility test, and a drug test.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, to perform standardized patrol operations and take authoritative action as situations demand.

Thorough knowledge of community geography and police jurisdiction/boundaries, and working knowledge of local, state, and federal laws.

Working knowledge of and ability to use all assigned Department equipment and weapons, including, but not limited to, computer, calculator, camera, vehicle, radio, drug/narcotic identification kit, baton/nightstick, handgun, shotgun, taser, fingerprint equipment, handcuffs, and radar equipment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within Department deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Working knowledge of and ability to effectively apply evidence collection/preservation techniques and ability to appropriately receive, maintain, and account for articles received in evidence.

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Working knowledge of and demonstrated ability in budget administration and grant writing/administration.

Ability to establish and implement Department policies, directives, and general orders, and serve as Administrator to assigned sections and personnel.

Ability to supervise personnel, including maintaining proper staffing levels, planning/making work assignments, informing subordinates of organizational developments and new/amended laws, reviewing reports of subordinates, conducting job performance evaluations, discussing morale, and implementing disciplinary procedures according to chain of command.

Ability to appropriately interview witnesses, advise law offenders of rights, and counsel or comfort victims.

Ability to effectively communicate orally and in writing with subordinates, other County departments, Department superiors, other law enforcement agencies, Prosecutor, Probation, Courts, news media, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to compile, compare, analyze and evaluate data, and make determinations based on data analysis.

Ability to perform arithmetic calculations quickly and accurately.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people/locations, plan/coordinate activities, and utilize good judgment in extreme and uncommon situations.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to maintain positive public relations, plan/present public speaking engagements, and serve as Department representative at community events.

Ability to provide testimony in court/legal proceedings.

Ability to occasionally work irregular or extended hours, evenings and/or weekends, and occasionally travel out of town for meetings/training, sometimes overnight.

Ability to respond swiftly and rationally to emergency situations on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent receives general supervision and has a high degree of flexibility in the job, referring to supervisor when interpretations of departmental policies, programs or expenditures are thought necessary. Work errors are primarily detected or prevented through procedural safeguards and/or notification from other departments, agencies or the public. Errors in decision or work could result in work delays/inconvenience to other departments/agencies or could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with subordinates, other County departments, Department superiors, other law enforcement agencies, Prosecutor, Probation, Courts, news media, and members of the public for purposes of giving and receiving information, and maintaining cooperative work relationships.

Incumbent reports directly to Sheriff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a police station/standard office environment and is regularly exposed to normal hazards associated with enforcement of the law. Regular duties involve sitting/walking at will, sitting for long periods, standing/walking for extended periods, lifting/carrying equipment weighing 25-50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is subject to weather extremes and strenuous physical effort. Incumbent may be required to drive at high speeds, force entry into buildings, run fast for short and/or long periods, run up/down stairs, jump up/down from elevated areas, crawl in confined areas, climb over obstacles, and subdue an attacking and/or armed individual. Incumbent maintains considerable contact with offenders and the public and is regularly exposed to disturbing evidence, irate/hostile individuals, and/or physical violence. Protective gear and/or equipment, such as a Kevlar vest, must be worn according to Department policy.

Incumbent occasionally works extended or irregular hours, evenings and/or weekends, and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

V. POLITICAL APPOINTMENT:

The Chief of Operations position is an appointive position of the Vigo County Sheriff. Specific job duties and job requirements are established at the discretion of the Sheriff. A person appointed to the Chief of Operations position serves at the pleasure of the Sheriff.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Chief of Operations for the Vigo County Sheriff's Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Sheriff/Chief Ops



Vigo County Engineering Department

121 Oak Street Government Building, Terre Haute, Indiana 47807

Telephone: (812) 462-3419 Fax: (812) 231-6245

Larry Robbins P.E. – County Engineer

January 3, 2020

Re: Highway Department Restructuring

To County Council,

The Commissioners have asked me to look into restructuring the Highway Department. I have a preliminary plan for Restructuring that I would like to present to the Council. I believe that getting everyone's input into this decision is critical and Council plays a large role in the success of this plan.

This opportunity has arisen due to the departure of key personnel within the Highway Department along with changes required of the MVH budget and requirements needed to be eligible for the State's CCMG program. There have also been some concerns over Highway Equipment and the growing need to maintain a failing fleet as well as a desire to add a GIS Department to help make services more efficient and available to the public.

I have attached a proposed organizational chart for the restructuring. As you can see the Engineering Department and the Highway Department will be merged and function as one unit. Along with expanded roles for the Engineer, Assistant Engineer and Highway Office Manager the Assistant Superintendent position will be eliminated. With this restructuring there is the addition of a GIS Department and GIS Director. The GIS Manager will move from Area Planning to the new GIS Department. The GIS Plat Supervisor position will be eliminated from the Auditors office. I am currently working on redoing the job descriptions for all the positions affected. Those descriptions will be ready by the time this request goes to committee or sooner.

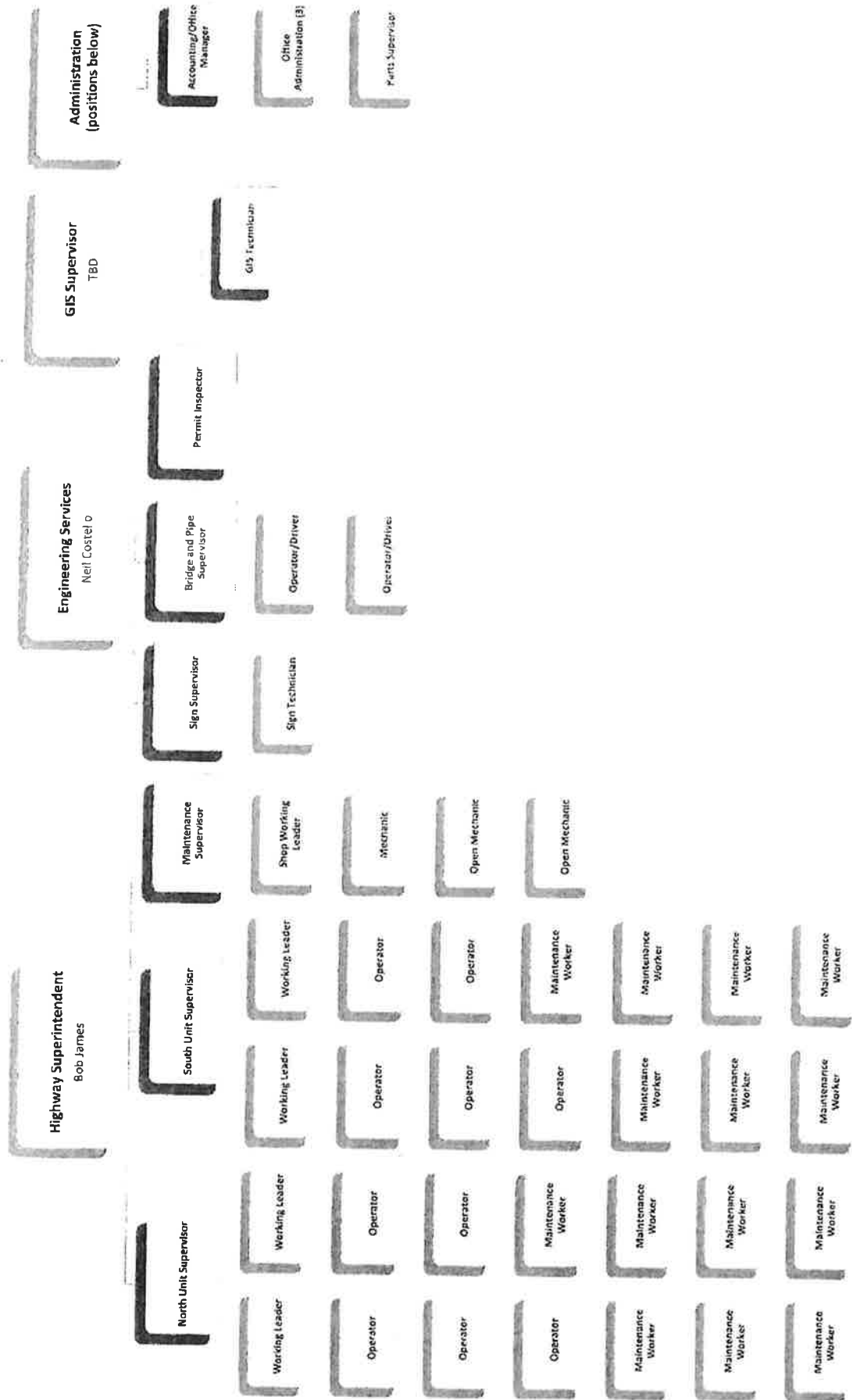
The Highway Department provides a critical service to the citizens of Vigo County and I have high expectations for the level of service it can provide with proper leadership and training. Our county has one of the highest populations and resources in this area and there is no reason our Highway Department cannot be a leader and example to the rest of the State. If you have any questions please feel free to contact me.

Sincerely,

Larry Robbins, P.E.
Vigo County Engineer

CC: Commissioners
File

Highway Director/Engineer Larry Robbins, P.E.



Proposed Vigo County Highway Re-Structuring



Why Re-Structure

- Timing
 - Retirements/Departures
 - GIS Department
- New Rules and Requirements
 - MVH Restrictions
 - CEMG Requirements
- Need
 - Efficiencies
 - Planning
 - Growth
 - Service
 - Training
 - Fleet Management
 - Communication
 - Professionalism



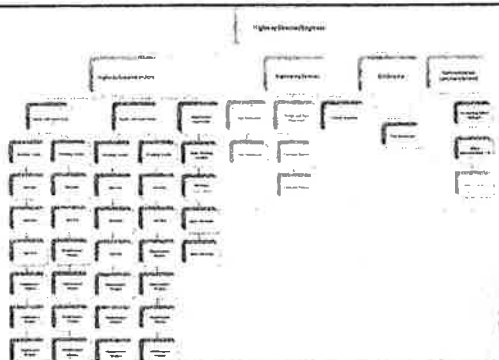
How to Re-Structure



Key Changes

- Eliminate Positions
 - Assistant Highway Superintendent
 - GIS Plat Supervisor (Auditor's Office)
- Added Responsibilities
 - Engineer
 - Assistant Engineer
 - Highway Office Manager
- Create GIS Department
 - New GIS Director position
 - Move GIS Manager from Area Planning





What's the Cost?



Engineer/Director

County	Description	2018 Compensation	2018 Compensation
Allen	Highway Director	\$92,668.42	\$92,668.42
Bourne	Highway Administration	\$100,000.00	\$0.00
Tippecanoe	Executive Director Highway	\$88,572.10	\$88,572.10
Montgomery	Highway Engineer	\$92,307.75	\$92,307.75
Vanderburgh	Highway Director	\$112,000.00	\$0.00
Gibson	Engineer	\$90,800.03	\$90,800.03
Hendricks	Engineer	\$85,967.00	\$85,967.00
Hamilton	Highway Director	\$100,000.00	\$0.00
Morgan	Highway Engineer	\$88,461.16	\$88,461.16
Monroe	Highway Superintendent	\$86,593.00	\$86,593.00
Knox	Superintendent	\$96,199.97	\$96,199.97
Hancock	Engineer	\$94,100.00	\$94,100.00
Average Salary		\$97,074.46	\$90,623.27



Proposed Re-Structuring Changes in Salaries

Position	2020 Approved	2020 Proposed	Difference	Benefits
Engineer	\$78,036	\$90,623	\$12,587	0
Assistant Engineer	\$64,630	\$69,130	\$4,500	0
Assistant Superintendent *	\$45,373	\$0	(\$45,373)	(\$18,273)
Highway Office Manager	\$36,491	\$38,912	\$2,421	\$14,105
GIS Director	\$0	\$60,313	\$60,313	\$35,031
GIS Plant Supervisor	\$38,912	\$0	(\$38,912)	(\$16,250)
GIS Technician	\$42,806	\$45,006	\$2,200	0
Net			(\$2,264)	\$14,613

* - Average Salary over the previous 5 years was \$53,094 because position was paid overtime



Budget Changes

Auditor's Budget			
	2020 Approved	2020 Requested	Difference
GIS Plant Supervisor	\$38,912	\$0	(\$38,912)
Change in Budget			(\$38,912)

Highway Budget			
	2020 Approved	2020 Requested	Difference
Assistant Superintendent *	\$45,373	\$0	(\$45,373)
Highway Office Manager	\$36,491	\$38,912	\$2,421
Change in Budget			(\$42,952)

Area Planning Budget			
	2020 Approved	2020 Requested	Difference
GIS Manager	\$42,806	\$0	(\$42,806)
Change in Budget			(\$42,806)




Budget Changes


<u>Engineering Budget</u>				
	<u>2020 Approved</u>	<u>2020 Requested</u>	<u>Difference</u>	<u>Benefits</u>
Engineer	\$78,036	\$90,823	\$12,587	0-
Assistant Engineer	\$64,630	\$69,130	\$4,500	0-
		Change in Budget	\$17,087	0-

<u>GIS Budget</u>				
	<u>2020 Approved</u>	<u>2020 Requested</u>	<u>Difference</u>	<u>Benefits</u>
GIS Director*	\$0	\$60,313	\$60,313	\$35,031
GIS Technician**	\$0	\$45,006	\$45,006	\$22,885
		Change in Budget	\$105,319	\$57,916

* - New Position
 ** - Position moved from Area Planning



Summary/Questions



**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: GIS Director
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: EXE A (Executive)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as GIS Director for the Vigo County Highway department, responsible for supervising and overseeing daily operations of GIS Division.

DUTIES:

Supervises and directs assigned staff, including providing orientation, planning, delegating and controlling work assignments, establishing specific work goals, evaluating job performances, processing employee concerns and problems, counseling, maintaining discipline, communicating and administering personnel programs and procedures, and keeping supervisor and assigned staff informed of organizational developments.

Performs critical GIS functions, including updating maps for zoning, and subdivision, changes, and developing and maintaining roadway maps, political precinct maps, census maps, and various essential maps used for emergency services.

Oversees GIS division operations, identifying efficiencies in County operations to assist other departments with GIS needs and use.

Prepares and administers division budget, including authorizing expenditures for supplies, equipment, and training as needed.

Coordinates Aerial Flyovers with Assessor's office, determining need and frequency, and researching new technologies to reduce costs.

Directs training of department and County staff, assessing training needs and scheduling classes.

Updates and maintains the County's GIS mapping system and online GIS site for County.

Supports Auditors Office with Plat Mapping Services.

Maintains County's parcel number system.

Conducts property research to resolve problems.

Maintains records for right-of-way acceptance and closure.

Maintains attendance records for GIS division, including tracking vacation and/or sick days.

Consults, interacts, and confers with attorneys, surveyors, elected officials and other County departments in performing GIS duties.

Maintains files and filing system.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate degree in GIS/Geography or ten years experience in GIS/Asset Management field.

Ability to meet all Department hiring requirements, including passage of a drug test and criminal background check.

Working knowledge of and ability to use and understand MVP Tax Indiana, Title I CSI, ARCmap, Word, Works, Excel, ESRI ARCGIS and ESRI Geo Gear.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, including surveys/plats, deeds, and other reports and records.

Working knowledge of and ability to learn and understand complex legal, engineering, and surveying terminology, language, principles, and techniques.

Working knowledge of and ability to comprehend a variety of reference books and manuals, including, but not limited to, policy manual, and Indiana Code.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare tax maps, property division forms, deeds, ordinances, correspondences, and other related documents.

Knowledge of standard filing systems and ability to create and maintain accurate and complete files, databases, and records.

Ability to properly operate standard office equipment, including computer, calculator, fax machine, copier, telephone, and microfilm reader.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Council, Commissioners, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to perform arithmetic calculations, calculate decimals and percentages, fractions, ratios, and proportions, surface areas and utilize principles of algebra, geometry, and trigonometry. Ability to compare or observe similarities and differences in data, compile, collate or classify data, analyze and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to plan and layout assigned work projects, and occasionally apply knowledge of people and/or locations.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to occasionally work extended hours, and occasionally travel out of town for training/seminars, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent exercises discretion and independent judgment in modifying rules, instructions and guidelines to properly address specific cases and circumstances, and establish practices and procedures for the division, determining and implementing the best method to achieve desired results.

III. RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Council, Commissioners, and the general public for purposes of exchanging information, rendering service, and providing directions/instructions.

Incumbent reports directly to Highway Director/Engineer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, color perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours, and occasionally travels out of town for training/seminars, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GIS Director for the Highway department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Director
DEPARTMENT: GIS Plat Supervisor
WORK SCHEDULE: Auditor
JOB CATEGORY: 8:00 a.m. – 4:00 p.m., M-F
~~COMOT (Computer, Office Machine Operation, Technician)~~
EXE B

DATE WRITTEN: ~~November 2014~~ January 2020 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as GIS ~~Plat Supervisor~~ Director for the Vigo County ~~Auditor's Office Plat Mapping department~~ GIS Department, responsible for supervising and overseeing daily operations of Plat Mapping GIS department.

DUTIES: * - see end of document

Supervises and directs assigned staff, including providing orientation, planning, delegating and controlling work assignments, establishing specific work goals, evaluating job performances, processing employee concerns and problems, counseling, maintaining discipline, communicating and administering personnel programs and procedures, and keeping supervisor and assigned staff informed of organizational developments.

critical GIS functions (same as GIS Technician)
Performs ~~duties of Auditor and/or Chief Deputy in their absence.~~

Updates and maintains the County's GIS mapping system, and the County's online website.
Supports Auditors Office with Plat Mapping Services.

Maintains County's parcel number system.

Conducts property research to resolve problems.

Maintains records for right-of-way acceptance and closure.

Maintains attendance records for ~~Auditor's office~~ GIS Department, including tracking vacation and/or sick days.

Consults, interacts, and confers with attorneys, surveyors, and elected officials., as well as other County Departments.

Maintains files and filing system.

Performs related duties as assigned.

Directs training of department and county staff, assessing training needs and scheduling classes.

GIS
~~Auditor/Plat Spvr~~

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

~~High school diploma or GED, with one (1) to two (2) years relevant experience, or any equivalent combination of education, training, and experience. Associates degree in drafting with strong computer background preferred.~~

BS in GIS/Geography or 10 years experience in GIS/Asset Management field.

Ability to meet all Department hiring requirements, including passage of a drug test and criminal background check.

Working knowledge of and ability to use and understand MVP Tax Indiana, Title I CSI, ARCmap, Word, Works, Excel, ESRI ARCGIS and ESRI Geo Gear.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, including surveys/plats, deeds, and other reports and records.

Working knowledge of and ability to learn and understand complex legal, engineering, and surveying terminology, language, principles, and techniques.

Working knowledge of and ability to comprehend a variety of reference books and manuals, including, but not limited to, policy manual, and Indiana Code.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare tax maps, property division forms, deeds, ordinances, correspondences, and other related documents.

Knowledge of standard filing systems and ability to create and maintain accurate and complete files and records. and databases.

Ability to properly operate standard office equipment, including computer, calculator, fax machine, copier, telephone, and microfilm reader.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Council, Commissioners, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to perform arithmetic calculations, calculate decimals and percentages, fractions, ratios, and proportions, surface areas and utilize principles of algebra, geometry, and trigonometry.

Ability to compare or observe similarities and differences in data, compile, collate or classify data, analyze and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to plan and layout assigned work projects, and occasionally apply knowledge of people and/or locations.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to occasionally work extended hours, and occasionally travel out of town for training/seminars, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to the established practices and procedures of the department, determining and implementing the best methods to achieve desired results. Assignments are guided by broad policies and/or general objectives. Frequently, decisions are made which are restricted only by organization wide policies. Errors in decision or accuracy of work are readily detected or prevented by notification from other departments or agencies. Undetected errors may lead to inconvenience to other department, agencies, or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Council, Commissioners, and the general public for purposes of exchanging information.

Incumbent reports directly to ~~Chief Deputy~~ Engineer/Highway Director

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, color perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours, and occasionally travels out of town for training/seminars, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

Director for the

The job description for the position of GIS ~~Plat Supervisor for the Auditor's Office~~ GIS Mapping department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

* - Oversees GIS Department operations. Identifies efficiencies in County operations to help other departments with GIS needs and use. Prepares and administers department budget, including authorizing expenditures for supplies, equipment and training as needed.

Coordinates Aerial Flyovers with Assessors office to determine need and frequency as well as research new technologies to reduce costs. Coordinate and maintain an online GIS site for County use to maintain databases for Engineering, Highway, Surveying and other County Department use.

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: GIS Technician
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT B (Professional, Administrative, Technological)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Geographic Information Systems (GIS) Technician for the Vigo County Highway Department, responsible for overseeing, implementing, and maintaining County-wide GIS technology and providing enhanced information and services to the public.

DUTIES:

Assists GIS Director with responsibilities and functions as assigned.

Performs critical GIS functions, including updating maps for zoning, and subdivision, changes, and developing and maintaining roadway maps, political precinct maps, census maps, and various essential maps used for emergency services.

Runs aerial photos for public and other agencies, including preparing visual displays for reports, meetings, and various departmental functions.

Reviews subdivisions to ensure compliance with county codes and ordinances.

Provides Plat Mapping services to Auditor's Office.

Prepares Improvement Location Permits prior to development.

Assists the public, developers, co-workers, and other agencies with requests as needed.

Represents department and attends meetings concerning planning activities of the department and prepares staff updates as needed, including maintaining files and filing system.

Maintains current knowledge in ESRI mapping programs.

Assists in administration of Floodplain Control Ordinance and answers questions regarding flood zones.

May provide testimony in legal proceeding/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in GIS/geography with five (5) years of direct GIS experience. Master's degree preferred.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of planning terminology, theories, principles, practices, techniques, laws and County standards, and policies/procedures of the department.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, such as agency reports, subdivision plats, zoning petitions, building permits, BZA records/minutes, aerial photos, tax records, and deed records.

Working knowledge of and proficiency in ESRI and ArcGIS, and ability to comprehend a variety of reference books and manuals, including, but not limited to, zoning maps, law books, ordinances, and computer handbook manuals.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports, legal notices, memorandum, and other correspondence.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files.

Ability to operate modern office equipment, including computer, typewriter, calculator, copier, telephone, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations to plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to define problems precisely, identify and combine relevant facts objectively and in perspective, and develop or produce new concepts, techniques, or programs through imagination or innovation.

Ability to perform complex mathematical calculations.

Ability to occasionally plan and present public speaking presentations.

Ability to occasionally provide testimony in legal proceedings as required.

Ability to occasionally work extended hours, and occasionally travel out of town, sometimes overnight.

Possession of a valid driver's license with a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are of substantial intricacy and involve many variables and considerations. Incumbent makes direct and highly technical decisions and exercises independent judgment in providing direction for County data, defining goals and objectives, and performing GIS functions.

III. RESPONSIBILITY:

Incumbent implements Departmental policies, procedures, and performance standards, and develops own objectives for areas of responsibility. Incumbent is accountable GIS results and regularly makes decisions in the absence of policy. Unusual problems/circumstances are discussed with supervisor at incumbent's discretion. Work is reviewed primarily for attainment to objectives, compliance with precedent and legal requirements, technical accuracy, and soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging information, executing policies, providing instruction/support, and problem-solving.

Incumbent reports directly to GIS Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and/or vehicle with exposure to varying weather conditions. Regular duties involve sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, color perception, speaking clearly, and hearing sounds/communication. Incumbent maintains contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GIS Technician for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: GIS ~~Manager~~ Technician
DEPARTMENT: ~~Area Planning~~ GIS Department
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Geographic Information Systems (GIS) ~~Manager~~ Technician for the Vigo County ~~Area~~ GIS ~~Planning~~ Department, responsible for overseeing, implementing, and maintaining County-wide GIS technology and providing enhanced information and services to the public, and administration of zoning ordinances for Vigo County and City of Terre Haute.

DUTIES: Assists GIS Director with responsibilities and functions.

Performs critical GIS functions, including updating maps for zoning, and subdivision, changes, and developing and maintaining roadway maps, political precinct maps, census maps, and various essential maps used for emergency services.

Runs aerial photos for public and other agencies, including preparing visual displays for reports, meetings, and various departmental functions.

~~Answers questions regarding subdivision of property, city/county zoning, and variances for city/county building regulations, and assisting the public in preparing applications for subdivision, zoning, and variance petitions.~~

Provide Plat Mapping services to the Auditors Office.

~~Serves as department liaison to Board of Zoning Appeals (BZA) for City, including preparing and mailing agendas for City BZA, organizing City BZA meetings, and summarizing and mailing minutes and findings.~~

Prepares Improvement Location Permits prior to development.

Assists the public, developers, co-workers, and other agencies with requests as needed.

Represents department and attends meetings concerning planning activities of the department and prepares staff updates as needed, including maintaining files and filing system.

Reviews all subdivisions to ensure compliance with county codes and ordinances.
~~Assigns new city and county addresses.~~

~~Area Plan/GIS manager~~

Maintains current knowledge in ESRI mapping programs.

Assists in administration of Floodplain Control Ordinance and answers questions regarding flood zones.

~~Assists with preparation of Annual report.~~

May provide testimony in legal proceeding/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in GIS/geography with five (5) years of direct GIS experience. Master's degree preferred.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of planning terminology, theories, principles, practices, techniques, laws and County standards, and policies/procedures of the department.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, such as agency reports, subdivision plats, zoning petitions, building permits, BZA records/minutes, aerial photos, tax records, and deed records.

Working knowledge of and proficiency in ESRI and ArcGIS, and ability to comprehend a variety of reference books and manuals, including, but not limited to, zoning maps, law books, ordinances, and computer handbook manuals.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports, legal notices, memorandum, and other correspondence.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files.

Ability to operate modern office equipment, including computer, typewriter, calculator, copier, telephone, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations to plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to define problems precisely, identify and combine relevant facts objectively and in perspective, and develop or produce new concepts, techniques, or programs through imagination or innovation.

Ability to perform complex mathematical calculations.

Ability to occasionally plan and present public speaking presentations.

Ability to occasionally provide testimony in legal proceedings as required.

Ability to occasionally work extended hours, and occasionally travel out of town, sometimes overnight.

Possession of a valid driver's license with a demonstrated safe driving record.

II. DIFFICULTY OF WORK:


Incumbent's duties are of substantial intricacy and involve many variables and considerations. Incumbent makes direct and highly technical decisions and exercises independent judgment in providing direction for County data, defining goals and objectives, and performing GIS functions.

III. RESPONSIBILITY:

Incumbent implements Departmental policies, procedures, and performance standards, and develops own objectives for areas of responsibility. Incumbent is accountable for ~~reviewing zoning ordinances, and~~ GIS results and regularly makes decisions in the absence of policy. Unusual problems/circumstances are discussed with supervisor at incumbent's discretion. Work is reviewed primarily for attainment to objectives, compliance with precedent and legal requirements, technical accuracy, and soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

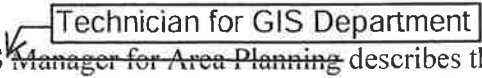
Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging information, executing policies, providing instruction/support, and problem-solving.

Incumbent reports directly to  Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and/or vehicle with exposure to varying weather conditions. Regular duties involve sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, color perception, speaking clearly, and hearing sounds/communication. Incumbent maintains contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

 The job description for the position of ~~GIS Manager for Area Planning~~ describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Superintendent
DEPARTMENT: Highway
WORK SCHEDULE: 6:30 a.m. - 5:00 p.m., M-Thurs. (Summer)
7:30 a.m. - 4:00 p.m., M-F (Winter)
JOB CATEGORY: EXE B (Executive)

DATE WRITTEN: December 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Superintendent for the Vigo County Highway Department, responsible for overseeing day-to-day operations and personnel in the maintenance of County roads, bridges, and rights-of-way.

DUTIES:

Supervises and directs department personnel, including maintaining proper staffing levels, interviewing and hiring personnel, planning/coordinating work schedules, reviewing work performance, maintaining standards, developing appropriate work improvement plans, providing training and corrective instruction, and initiating disciplinary procedures and/or termination as warranted.

Ensures highway personnel receive proper safety training and equipment, maintains a safe and productive work environment, and ensures compliance with OSHA regulations is current and properly maintained.

Maintains County road database and ensures that all County roads are safe and passable.

Works with Area Supervisors daily to set project priorities and coordinate manpower and equipment.

Oversees construction projects, seasonal road maintenance, paving and chip and seal operations, road sign operations, work schedules, and costs, and ensures compliance with specifications, deadlines, and budgets.

Monitors project sites, ensuring proper, safe and timely completion of work, and proper use, care and maintenance of equipment, tools, and vehicles.

Investigates and responds to inquiries, requests, and complaints from the public regarding condition and maintenance of County roads, bridges, rights-of-way and services, including inspecting problem sites and initiating corrective action on valid complaints.

Recommends road construction, culvert, and reconstruction projects for the County to Commissioners.

Oversees equipment inventory and authorizes the ordering/purchasing of supplies, materials, and equipment according to State and County procurement guidelines.

Oversees maintenance of Department vehicles and equipment, ensuring safe, proper operation and routine preventive maintenance, developing specifications for new equipment and soliciting quotes/bids. Monitors and maintains appropriate insurance on Department vehicles and property.

Formulates operating budget, developing cost projections, attending budget hearings, and discussing with County Commissioners as appropriate.

Performs public relations functions and represents the Highway Department at meetings.

Serves on 24-hour call for emergencies, coordinating clearing of roads and collaborating with Emergency Management to ensure access for emergency vehicles.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED. Extensive experience in highway/road construction preferred.

Ability to meet all department hiring requirements, including passage of a medical exam and a drug test.

Thorough knowledge of rules and regulations regarding road construction and maintenance, and ability to plan, prioritize, and coordinate related projects.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of standard road repair and maintenance practices/procedures, and ability to monitor job sites, assure proper completion of repair and maintenance projects, and identify and resolve road hazards and problems.

Working knowledge of and ability to ensure safe, proper operation and maintenance of Department vehicles and equipment.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare routine written reports.

Working knowledge of department computer software, including internet, spreadsheet software, and word processing software.

Knowledge of County road system and physical geography of Vigo County.

Working knowledge of the County budget process and ability to develop and implement Department budget, ensuring cost-effective operations and maintenance of accurate records.

Working knowledge of personnel management and conflict resolution, and ability to direct operations, provide leadership, and supervise personnel accordingly.

Working knowledge of and ability to safely operate Department trucks, vehicles, and equipment.

Ability to operate standard office equipment, including computer, calculator, fax machine, telephone, and two-way radio.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County officials, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irrational/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to compile, compare, measure, analyze and evaluate data, and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints.

Ability to plan and layout numerous and diverse work assignments, apply knowledge of people/locations, and read/interpret detailed blueprints, specifications, plans, and maps.
Ability to speak effectively before groups of customers or employees of organization.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town to view or access equipment, but not overnight.

Ability to respond swiftly, rationally, and decisively to emergency situations on a 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's duties are broad in scope and impact and require consideration of many variables. Incumbent works according to standard Department policies, exercising judgment in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state, and federal requirements. Incumbent receives advisory direction from Board of County Commissioners, discussing with Commissioners unusual or unprecedented situations, such as those involving large expenditures. Incumbent regularly makes decisions in absence of policy.

Incumbent reports directly to Highway Director/Engineer.

III. PHYSICAL EFFORT:

Incumbent's duties may involve light to moderate physical exertion, such as driving and/or sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, walking on rough terrain, close and far vision, color and depth perception, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties in a standard office environment and outdoors and is frequently exposed to normal hazards associated with road maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, working in confined areas, extreme temperatures, wet/icy conditions and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town to view or access equipment, but not overnight. Incumbent serves on-call and responds to emergencies on a 24-hour basis.

V. POLITICAL APPOINTMENT:

The Highway Superintendent position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Superintendent position serves at the pleasure of the County Commissioners and may be terminated by the Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Superintendent for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Superintendent
DEPARTMENT: Highway
WORK SCHEDULE: 6:30 a.m. - 5:00 p.m., M-Thurs. (Summer)
7:30 a.m. - 4:00 p.m., M-F (Winter)
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: December 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent for the Vigo County Highway Department, responsible for overseeing day-to-day operations and personnel in the maintenance of County roads, bridges, and rights-of-way.

DUTIES:

Supervises and directs department personnel, including maintaining proper staffing levels, interviewing and hiring personnel, planning/coordinating work schedules, reviewing work performance, maintaining standards, developing appropriate work improvement plans, providing training and corrective instruction, and initiating disciplinary procedures and/or termination as warranted.

Ensures highway personnel receive proper safety training and equipment, maintains a safe and productive work environment, and ensures compliance with OSHA regulations is current and properly maintained.

Maintains County road database and ensures that all County roads are safe and passable.

Works with Area Supervisors daily to set project priorities and coordinate manpower and equipment.

Oversees construction projects, seasonal road maintenance, paving and chip and seal operations, road sign operations, work schedules, and costs, and ensures compliance with specifications, deadlines, and budgets.

Monitors project sites, ensuring proper, safe and timely completion of work, and proper use, care and maintenance of equipment, tools, and vehicles.

highway/superintendent

Investigates and responds to inquiries, requests, and complaints from the public regarding condition and maintenance of County roads, bridges, rights-of-way and services, including inspecting problem sites and initiating corrective action on valid complaints.

Recommends road construction, culvert, and reconstruction projects ~~to Commissioners.~~
for the County.

Oversees equipment inventory and authorizes the ordering/purchasing of supplies, materials, and equipment according to State and County procurement guidelines.

Oversees maintenance of Department vehicles and equipment, ensuring safe, proper operation and routine preventive maintenance, developing specifications for new equipment and soliciting quotes/bids. Monitors and maintains appropriate insurance on Department vehicles and property.

Formulates operating budget, developing cost projections, attending budget hearings, and discussing with County Commissioners as appropriate.

Performs public relations functions and represents the Highway Department at meetings.

Serves on 24-hour call for emergencies, coordinating clearing of roads and collaborating with Emergency Management to ensure access for emergency vehicles.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED. Extensive experience in highway/road construction preferred.

Ability to meet all department hiring requirements, including passage of a medical exam and a drug test.

Thorough knowledge of rules and regulations regarding road construction and maintenance, and ability to plan, prioritize, and coordinate related projects.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of standard road repair and maintenance practices/procedures, and ability to monitor job sites, assure proper completion of repair and maintenance projects, and identify and resolve road hazards and problems.

Working knowledge of and ability to ensure safe, proper operation and maintenance of Department vehicles and equipment.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare routine written reports.

Working knowledge of department computer software, including internet, spreadsheet software, and word processing software.

Knowledge of County road system and physical geography of Vigo County.

Working knowledge of the County budget process and ability to develop and implement Department budget, ensuring cost-effective operations and maintenance of accurate records.

Working knowledge of personnel management and conflict resolution, and ability to direct operations, provide leadership, and supervise personnel accordingly.

Working knowledge of and ability to safely operate Department trucks, vehicles, and equipment.

Ability to operate standard office equipment, including computer, calculator, fax machine, telephone, and two-way radio.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County officials, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irrational/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to compile, compare, measure, analyze and evaluate data, and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints.

Ability to plan and layout numerous and diverse work assignments, apply knowledge of people/locations, and read/interpret detailed blueprints, specifications, plans, and maps.

Ability to speak effectively before groups of customers or employees of organization.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town to view or access equipment, but not overnight.

Ability to respond swiftly, rationally, and decisively to emergency situations on a 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's duties are broad in scope and impact and require consideration of many variables. Incumbent works according to standard Department policies, exercising judgment in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state, and federal requirements. Incumbent receives advisory direction from Board of County Commissioners, discussing with Commissioners unusual or unprecedented situations, such as those involving large expenditures. Incumbent regularly makes decisions in absence of policy.

Incumbent reports directly to ~~Board of Commissioners.~~
Highway Director.

III. PHYSICAL EFFORT:

Incumbent's duties may involve light to moderate physical exertion, such as driving and/or sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, walking on rough terrain, close and far vision, color and depth perception, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties in a standard office environment and outdoors and is frequently exposed to normal hazards associated with road maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, working in confined areas, extreme temperatures, wet/icy conditions and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town to view or access equipment, but not overnight. Incumbent serves on-call and responds to emergencies on a 24-hour basis.

V. **POLITICAL APPOINTMENT:**

The Highway Superintendent position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Superintendent position serves at the pleasure of the County Commissioners and may be terminated by the Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Superintendent for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Highway Director/Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: EXE C (Executive)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present undue hardship.

Incumbent serves as Highway Director/Engineer for the Vigo County Highway Department, responsible for supervising plans, and directing activities of the department and assigned staff to ensure proper provision and administration of engineering, bridge, transportation system, county roads, rights of way, and drainage for Vigo County.

DUTIES:

Oversees department operations, including periodically analyzing workload of department, maintaining staffing levels, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating performances and determining significant changes in responsibilities and develops appropriate work improvement plans, providing training and corrective instruction.

Supervises assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, and maintaining discipline, developing work improvement plans, and recommending corrective action as warranted.

Manages budget for the department and Cumulative Bridge Fund, such as revenue projections, budget preparation, and submitting to County Council and State Board of Accounts, overseeing expenditures, and pursuing funding and grants for Vigo County bridge and transportation system.

Participates in preparation of capital improvement programs and prepares construction cost estimates.

Manages County bridge system, including setting priorities and replacement schedule of bridges and culverts, and managing Cumulative Bridge funds long range planning of bridge and culvert system.

Manages County transportation system, including evaluation of traffic systems, identification of traffic issues, and providing solutions to such issues. Serves as Project Manager for construction of bridge and transportation projects.

Reviews plans, specifications, and design of commercial and residential development concerning drainage plan and ties into the County transportation system.

Works with Metropolitan Planning Organization on programming of transportation projects and development of Vigo County transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP).

Works with Indiana Department of transportation (INDOT) to ensure compliance with State and Federal rules and regulations for transportation, planning, and funding.

Administers permit system for drive entrances and work in Vigo County right-of-ways.

Appears before Commissioner, Council and various Committees, providing input on engineering and other matters, including participating in meeting with government officials and community groups, and serving as principal advisor to County on Engineering programs and services.

Responds to inquiries, complaints and requests for assistance from the public regarding roads, drainage, and encroachments, and responds to, investigates, and resolves complaints from citizens.

Conducts a variety of field surveys, compiles engineering data, and provides engineering design and specifications.

Inspects storm water management infrastructure, erosion and sediment control, utility infrastructure, streets, curbs, gutters, and sidewalks in new plats, subdivision, and developments to ensure compliance with applicable standard specifications, codes, and guidelines.

Performs various general office duties, including, but not limited to, answering telephones, entering data, typing reports, copying, and filing.

Attends meetings and serves on committees as required.

Testifies in legal proceeding/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in civil engineering.

Possession of an ability to maintain Licensed Professional Engineer.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of County infrastructure and civil engineering design principles, practices and techniques, and ability to oversee progress of ongoing projects to ensure quality work under established specifications and guidelines.

Thorough knowledge of accounting principles and practices, budget administration, and resource allocation and planning, and ability to prepare and administer Department budgets and maintain complete financial records.

Complete knowledge of County road system and physical and political geography of Vigo County.

Working knowledge of standard office procedures and various computer software applications, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and detailed written reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to oversee department operations, including periodically analyzing workload of department, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating performances and determining significant changes in responsibilities.

Ability to supervise assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, and maintaining discipline and recommending corrective action as warranted.

Ability to operate standard office and department equipment, including computer, printer, blueprint machine, plotter, calculator, drafting instruments, surveying instruments, plan meter, two-way radio, copier, GIS, and GPS.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, City/County officials, interns, consultants, engineers, architects, contractors, utility

companies, developers, state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, blueprints, specifications, and maps.

Ability to occasionally plan and present public speaking presentations, fund raisers, and special events.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, weekends, and/or evening hours, and travel out of town for meetings/conferences, sometimes overnight.

Ability to occasionally respond to emergencies on 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs extremely complicated/non-standard duties, spending the majority of his/her time with short-term and long-range planning, policy implementation, and providing quality service/safety to the public. Incumbent establishes own standards of performance, limited only by governmental regulations and County policies and budgets.

III. RESPONSIBILITY:

Incumbent makes direct and highly technical decisions in planning, developing and executing upgrades/improvements to roads, bridges and drainage systems within the County. Incumbent requires only administrative direction in performing duties, with work reviewed periodically for attainment to objectives, technical accuracy, and soundness of judgment. Incumbent regularly makes decisions in absence of policy. Incumbent's decisions can be overruled by the Board of County Commissioners.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, City/County officials, interns, consultants, engineers, architects, contractors, utility companies, developers, state and federal agencies, and the public for purposes of executing policies and maintaining coordination of Department operations.

Incumbent reports directly to the County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, driving, close/far vision, color perception, speaking clearly, and hearing sounds/communication. Incumbent is frequently exposed to normal hazards associated with road maintenance/construction, such as heavy equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, rough terrain and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended, weekends, and/or evening hours, and travels out of town for meetings/conferences, sometimes overnight, and occasionally responds to emergencies on 24-hour basis.

VI. POLITICAL APPOINTMENT:

The Highway Director/Engineer position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the Board of County Commissioners. A person appointed to the County Engineer position serves at the pleasure of the Commissioners and may be terminated by the Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Highway Director/Engineer for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Engineer/Highway Director
DEPARTMENT: Engineering Services
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

Incumbent serves as Engineer for the Vigo County Engineering Services, responsible for supervising plans, and directing activities of the department and assigned staff to ensure proper provision and administration of engineering, bridge, and transportation system and drainage for Vigo County. Incumbent also serves as Highway Director, responsible for directing activities of the department and assigned staff to ensure proper administration of County Roads and rights-of-way.

DUTIES:

Oversees department operations, including periodically analyzing workload of department, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating performances and determining significant changes in responsibilities.
* - see below

Supervises assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, and maintaining discipline and recommending corrective action as warranted.

Manages budget for the department and Cumulative Bridge Fund, such as revenue projections, budget preparation, and submitting to County Council and State Board of Accounts, overseeing expenditures, and pursuing funding and grants for Vigo County bridge and transportation system.

Participates in preparation of capital improvement programs and prepares construction cost estimates.

Manages County bridge system, including setting priorities and replacement schedule of bridges and culverts, and managing Cumulative Bridge funds long range planning of bridge and culvert system.

Manages County transportation system, including evaluation of traffic systems, identification of traffic issues, and providing solutions to such issues. Serves as Project Manager for construction of bridge and transportation projects.

Engineering/engineer

Reviews plans, specifications, and design of commercial and residential development concerning drainage plan and ties into the County transportation system.

Works with Metropolitan Planning Organization on programming of transportation projects and development of Vigo County transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP).

Works with Indiana Department of transportation (INDOT) to ensure compliance with State and Federal rules and regulations for transportation, planning, and funding.

Administers permit system for drive entrances and work in Vigo County right-of-ways.

Appears before Commissioner, Council and various Committees, providing input on engineering and other matters, including participating in meeting with government officials and community groups, and serving as principal advisor to County on Engineering programs and services.

Responds to inquiries, complaints and requests for assistance from the public regarding roads, drainage, and encroachments, and responds to, investigates, and resolves complaints from citizens.

Conducts a variety of field surveys, compiles engineering data, and provides engineering design and specifications.

Inspects storm water management infrastructure, erosion and sediment control, utility infrastructure, streets, curbs, gutters, and sidewalks in new plats, subdivision, and developments to ensure compliance with applicable standard specifications, codes, and guidelines.

Performs various general office duties, including, but not limited to, answering telephones, entering data, typing reports, copying, and filing.

Attends meetings and serves on committees as required.

Testifies in legal proceeding/court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in civil engineering.

Possession of an ability to maintain Licensed Professional Engineer.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of County infrastructure and civil engineering design principles, practices and techniques, and ability to oversee progress of ongoing projects to ensure quality work under established specifications and guidelines.

Thorough knowledge of accounting principles and practices, budget administration, and resource allocation and planning, and ability to prepare and administer Department budgets and maintain complete financial records.

Complete knowledge of County road system and physical and political geography of Vigo County.

Working knowledge of standard office procedures and various computer software applications, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and detailed written reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to oversee department operations, including periodically analyzing workload of department, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating performances and determining significant changes in responsibilities.

Ability to supervise assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, and maintaining discipline and recommending corrective action as warranted.

Ability to operate standard office and department equipment, including computer, printer, blueprint machine, plotter, calculator, drafting instruments, surveying instruments, plan meter, two-way radio, copier, GIS, and GPS.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, City/County officials, interns, consultants, engineers, architects, contractors, utility companies, developers, state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irrational/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, blueprints, specifications, and maps.

Ability to occasionally plan and present public speaking presentations, fund raisers, and special events.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, weekends, and/or evening hours, and travel out of town for meetings/conferences, sometimes overnight.

Ability to occasionally respond to emergencies on 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs extremely complicated/non-standard duties, spending the majority of his/her time with short-term and long-range planning, policy implementation, and providing quality service/safety to the public. Incumbent establishes own standards of performance, limited only by governmental regulations and County policies and budgets.

III. RESPONSIBILITY:

Incumbent makes direct and highly technical decisions in planning, developing and executing upgrades/improvements to roads, bridges and drainage systems within the County. Incumbent requires only administrative direction in performing duties, with work reviewed periodically for attainment to objectives, technical accuracy, and soundness of judgment. Incumbent regularly makes decisions in absence of policy. Incumbent's decisions can be overruled by the Board of County Commissioners.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, City/County officials, interns, consultants, engineers, architects, contractors, utility companies, developers, state and federal agencies, and the public for purposes of executing policies and maintaining coordination of Department operations.

Incumbent reports directly to the County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, driving, close/far vision, color perception, speaking clearly, and hearing sounds/communication. Incumbent is frequently exposed to normal hazards associated with road maintenance/construction, such as heavy equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, rough terrain and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended, weekends, and/or evening hours, and travels out of town for meetings/conferences, sometimes overnight, and occasionally responds to emergencies on 24-hour basis.

VI. POLITICAL APPOINTMENT:

The County Engineer position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the Board of County Commissioners. A person appointed to the County Engineer position serves at the pleasure of the Commissioners and may be terminated by the Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Engineer for Engineering Services describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

* - Maintains proper staffing levels and standards and develops appropriate work improvement plans and provides training and corrective instruction.

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Assistant Engineer
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: EXE B (Executive)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present undue hardship.

Incumbent serves as Assistant Engineer for the Vigo County Engineering Services, responsible for assisting in managing the department and assigned staff, and performing civil engineering duties and tasks regarding Vigo County bridges, culverts, and roads.

DUTIES:

Performs duties of County Engineer in his/her absence.

Supervises activities of project managers and technicians, including meeting to receive progress reports on projects, and planning, delegating, and controlling work assignments.

Supervises permit system for work in Vigo County's right of ways.

Works with and may develop topographic maps, plats, recorded surveys and legal descriptions, and prepares surveys, designs, and plans for assigned bridge and road projects.

Prepares construction plans and specifications for contracted outside construction firms.

Contacts utility companies, municipal authorities and related agencies to obtain approval for and ensure safety and legality of construction activities.

Develops work plans and specifications from survey figures, such as laying out work to be preformed and defining present conditions, and preparing detailed bridge and road plans and specifications, including preparing advertisements for bids upon approval of plans.

Conducts physical inspections of construction sites and potential construction sites, including gathering relevant information and ensuring conformance to specifications.

Reviews and researches problems presented by citizens and provides resolution, including investigating and evaluating assigned signage, traffic, road and bridge problems.

Highway/asst engineer

Negotiates right-of-way for County projects, and prepares application to Division of Local Assistance for road and bridge repairs and construction, including determining right-of-way, road width, and other required data. Determines passing zones and coordinating ordering traffic paint for Vigo County Highway department.

Coordinates activities with Highway department regarding roads, bridges, culverts, and traffic safety. Inspects construction of and materials used in County bridge and road projects.

Reviews subdivision and drainage plans for various developments and evaluated for good engineering practice and compliance with applicable ordinances. Prepares traffic ordinances.

Reviews design and improvement plans from other engineering staff and consulting firms for roads and bridges.

Maintains inventory and classification of County bridges and culverts, including overseeing bridge planning and programming activities.

Provides periodic reports and recommendations regarding five-year plan for bridge repairs and replacements.

Develops bridge budgets, contracts and supporting documents for consultant invoices.

Oversees consultants performing design, public hearings, right-of-way acquisitions, utility coordination or construction inspection of all bridge projects and others as directed.

Reviews specifications and makes recommendations for heavy equipment purchases, and reviews and issues permits for construction in County right-of-way.

Oversees department personnel regarding roads, ditches, bridges, and culverts.

Serves on committee assignments for various organizations relating to traffic, roads, and bridges.

Works with City and State agencies to route and oversee heavy hauls in Vigo County.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in civil engineering with experience and working knowledge of water hydraulics and structures.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of County infrastructure and civil engineering design principles, practices and techniques, and ability to oversee progress of ongoing projects to ensure quality work under established specifications and guidelines.

Thorough knowledge of accounting principles and practices, budget administration, and resource allocation and planning, and ability to prepare and administer Department budgets and maintain complete financial records.

Complete knowledge of County road system and physical and political geography of Vigo County.

Working knowledge of standard office procedures and various computer software applications, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and detailed written reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to perform duties of Engineer in his/her absence.

Ability to supervise activities of project managers and technicians, including meeting to receive progress reports on projects, and planning, delegating, and controlling work assignments.

Ability to operate standard office and department equipment, including computer, calculator, vehicle, surveying level, laser level, shovels, tape measure, hammers, camera, and some heavy equipment.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Transportation, Federal Soil and Water Conservation, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, blueprints, specifications, and maps.

Ability to occasionally work extended, weekends, and/or evening hours, and travel out of town for seminars/training, but not overnight.

Ability to respond to emergencies on 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs non-standard duties, spending the majority of his/her time assisting with managing engineering functions and providing quality service/safety to the public. Assignments are guided by definite objectives, with moderate flexibility in the job, referring only to supervisor for unusual matters, such as policy interpretations.

III. RESPONSIBILITY:

Incumbent makes direct and highly technical decisions regarding upgrades/improvements to roads and bridges within the County. Incumbent receives indirect or occasional supervision, with work reviewed periodically for attainment to objectives and effect on department goals and objectives. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Transportation, Federal Soil and Water Conservation, and the public for purposes of executing policies and maintaining coordination of Department operations.

Incumbent reports directly to the Highway Director/Engineer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a vehicle and/or outdoors, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, driving, far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communications. Incumbent is frequently exposed to normal hazards associated with road maintenance/construction, such as heavy equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, rough terrain and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended, weekends, and/or evening hours, and travels out of town for seminars/training, but not overnight, and occasionally responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Engineer the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Assistant Engineer
DEPARTMENT: Engineering Services
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: November 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

Incumbent serves as Assistant Engineer for the Vigo County Engineering Services, responsible for assisting in managing the department and assigned staff, and performing civil engineering duties and tasks regarding Vigo County bridges, ~~and~~ culverts, and roads.

DUTIES:

Performs duties of County Engineer in his/her absence.

Supervises activities of project managers and technicians, including meeting to receive progress reports on projects, and planning, delegating, and controlling work assignments.

Supervises permit system for work in Vigo County right-of-ways.

Works with and may develop topographic maps, plats, recorded surveys and legal descriptions, and prepares surveys, designs, and plans for assigned bridge and road projects.

Prepares construction plans and specifications for contracted outside construction firms.

Contacts utility companies, municipal authorities and related agencies to obtain approval for and ensure safety and legality of construction activities.

Develops work plans and specifications from survey figures, such as laying out work to be performed and defining present conditions, and preparing detailed bridge and road plans and specifications, including preparing advertisements for bids upon approval of plans.

Conducts physical inspections of construction sites and potential construction sites, including gathering relevant information and ensuring conformance to specifications.

Reviews and researches problems presented by citizens and provides resolution, including investigating and evaluating assigned signage, traffic, road and bridge problems.

Negotiates right-of-way for County projects, and prepares application to Division of Local Assistance for road and bridge repairs and construction, including determining right-of-way, road width, and other required data. Determines passing zones and coordinating ordering traffic paint for Vigo County Highway department.

Coordinates activities with Highway department regarding roads, bridges, culverts, and traffic safety. Inspects construction of and materials used in County bridge and road projects.

Reviews subdivision and drainage plans for various developments and evaluated for good engineering practice and compliance with applicable ordinances. Prepares traffic ordinances.

Reviews design and improvement plans from other engineering staff and consulting firms for roads and bridges.

Maintains inventory and classification of County bridges and culverts, including overseeing bridge planning and programming activities.

Provides periodic reports and recommendations regarding five-year plan for bridge repairs and replacements.

Develops bridge budgets, contracts and supporting documents for consultant invoices.

Oversees consultants performing design, public hearings, right-of-way acquisitions, utility coordination or construction inspection of all bridge projects and others as directed.

Reviews specifications and makes recommendations for heavy equipment purchases, and reviews and issues permits for construction in County right-of-way.

Oversees

~~Assists Highway department with technical issues or questions regarding roads, ditches, bridges, and culverts.~~

personnel

Serves on committee assignments for various organizations relating to traffic, roads, and bridges.

Works with City and State agencies to route and oversee heavy hauls in Vigo County.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in civil engineering with experience and working knowledge of water hydraulics and structures.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of County infrastructure and civil engineering design principles, practices and techniques, and ability to oversee progress of ongoing projects to ensure quality work under established specifications and guidelines.

Thorough knowledge of accounting principles and practices, budget administration, and resource allocation and planning, and ability to prepare and administer Department budgets and maintain complete financial records.

Complete knowledge of County road system and physical and political geography of Vigo County.

Working knowledge of standard office procedures and various computer software applications, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and detailed written reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to perform duties of Engineer in his/her absence.

Ability to supervise activities of project managers and technicians, including meeting to receive progress reports on projects, and planning, delegating, and controlling work assignments.

Ability to operate standard office and department equipment, including computer, calculator, vehicle, surveying level, laser level, shovels, tape measure, hammers, camera, and some heavy equipment.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Transportation, Federal Soil and Water Conservation, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irrational/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, blueprints, specifications, and maps.

Ability to occasionally work extended, weekends, and/or evening hours, and travel out of town for seminars/training, but not overnight.

Ability to respond to emergencies on 24-hour basis.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs non-standard duties, spending the majority of his/her time assisting with managing engineering functions and providing quality service/safety to the public. Assignments are guided by definite objectives, with moderate flexibility in the job, referring only to supervisor for unusual matters, such as policy interpretations.

III. RESPONSIBILITY:

Incumbent makes direct and highly technical decisions regarding upgrades/improvements to roads and bridges within the County. Incumbent receives indirect or occasional supervision, with work reviewed periodically for attainment to objectives and effect on department goals and objectives. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Transportation, Federal Soil and Water Conservation, and the public for purposes of executing policies and maintaining coordination of Department operations.

Incumbent reports directly to the Engineer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a vehicle and/or outdoors, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, driving, far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communications. Incumbent is frequently exposed to normal hazards associated with road maintenance/construction, such as heavy equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, rough terrain and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended, weekends, and/or evening hours, and travels out of town for seminars/training, but not overnight, and occasionally responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Engineer for Engineering Services describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Accounting/Office Manager
DEPARTMENT: Highway
WORK SCHEDULE: As scheduled
JOB CATEGORY: COMOT C (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2014

STATUS: Full-time

DATE REVISED: January 2020

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Accounting/Office Manager for the Vigo County Highway Department, responsible for performing a variety of clerical, bookkeeping, and payroll tasks and supervising clerical personnel.

DUTIES:

Supervises assigned staff, including communicating/explaining personnel programs/benefits, and updating personnel regarding organizational developments for areas of responsibility.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or routing calls to appropriate individual or department.

Processes payroll, including posting, monitoring timesheets and crew cards, and maintaining attendance records.

Assists with annual budget, posts, monitors, and balances general ledger, ensuring compliance with State requirements for funding, and attends budget meetings and County Council meetings as appropriate.

Prepares and submits Annual Operations Report as required.

Files insurance claims, including general liability, auto, and workers' compensation incident reports.

Compiles, oversees, and tracks all office supplies and office supply budget.

Maintains records of license plates and titles for department vehicles.

Maintains and updates personnel and road information on department websites.

Performs general office/clerical duties, such as composing/typing/mailing correspondence, typing/copying/filing/disseminating forms/documents, compiling data/preparing reports, and maintaining databases.

Assists with scheduling random drug testing

Performs duties of other office staff in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Vocational or technical training with prior relevant work experience in accounting, budgeting or related field preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Basic knowledge of department software applications, including accounting software, database software, payroll systems, spreadsheet software and word processing software.

Working knowledge of standard accounting practices/principals and ability to calculate payroll, balance accounts, and maintain detailed financial records.

Working knowledge of the County budget process and ability to assists with department budget.

Knowledge of standard filing systems and ability to create and maintain department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documents, and detailed written reports.

Ability to operate standard office equipment, such as computer, calculator, copier, telephone, and fax machine.

Ability to supervise assigned personnel, including communicating/explaining personnel programs/benefits, and updating personnel regarding organizational developments for areas of responsibility.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare, compile, analyze and evaluate data, and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations, prioritize work assignments, and manage time and resources effectively.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine and standard department policies and practices. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has a moderate degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of money to the department, other agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, and the public for purposes of exchanging and verifying information and maintaining cooperative work relationships.

Incumbent reports directly to Highway Director/Engineer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting and walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, reaching, bending, crouching/kneeling, handling/grasping/fingering objects, close vision, color perception, ability to adjust focus, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Accounting/Office Manager for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Submitted by Department

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Office Manager
DEPARTMENT: Highway
WORK SCHEDULE: As scheduled
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2014
DATE REVISED: January 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Manager for the Vigo County Highway Department, responsible for performing a variety of clerical, ~~and~~ bookkeeping tasks and supervising clerical personnel.

payroll

DUTIES:

Supervises assigned staff, including communicating/explaining personnel programs/benefits, and updating personnel regarding organizational developments for areas of responsibility.
Prepares and submits Annual Operations Report to the State.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or routing calls to appropriate individual or department.
Maintains department budgets and ledgers.

Processes payroll, including posting, monitoring timesheets and crew cards, and maintaining attendance records.
Ensures compliance with State requirements for funding.

Assists with annual budget, posts, monitors, and balances general ledger, and attends budget meetings and County Council meetings as appropriate.

Files insurance claims, including general liability, auto, and workers' compensation incident reports.

Compiles, oversees, and tracks all office supplies and office supply budget.

Maintains records of license plates and titles for department vehicles.

Maintains and updates personnel and road information on department websites.
Performs general office/clerical duties, such as composing/typing/typing correspondence, typing/copying/filing/disseminating forms/documents, compiling data/preparing reports, and maintaining databases.

Assists with scheduling random drug testing

Performs duties of other office staff in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Vocational or technical training with prior relevant work experience in accounting, budgeting or related field preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Basic knowledge of department software applications, including accounting software, database software, payroll systems, spreadsheet software and word processing software.

Working knowledge of standard accounting practices/principals and ability to calculate payroll, balance accounts, and maintain detailed financial records.

Working knowledge of the County budget process and ability to assist with department budget.

Knowledge of standard filing systems and ability to create and maintain department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documents, and detailed written reports.

Ability to operate standard office equipment, such as computer, calculator, copier, telephone, and fax machine.

Ability to supervise assigned personnel, including communicating/explaining personnel programs/benefits, and updating personnel regarding organizational developments for areas of responsibility.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare, compile, analyze and evaluate data, and make determinations based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations, prioritize work assignments, and manage time and resources effectively.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine and standard department policies and practices. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has a moderate degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of money to the department, other agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, and the public for purposes of exchanging and verifying information and maintaining cooperative work relationships.

Incumbent reports directly to ~~Superintendent~~ Highway Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting and walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, reaching, bending, crouching/kneeling, handling/grasping/fingering objects, close vision, color perception, ability to adjust focus, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Manager for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name